



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING AGRICULTURAL/STANDARDS INSPECTOR

Class No. 005394

■ CLASSIFICATION PURPOSE

To supervise technical inspection and professional related work in the enforcement of agricultural and/or weights and measures laws, regulations and policies for consumer and agricultural industry protection; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is a first-line supervisor class allocated only to the Department of Agriculture, Weights & Measures. Under general direction, incumbents are responsible for training, supervising and evaluating staff and the work of various inspection, investigation, and enforcement projects/programs. Incumbents must meet eligibility requirements to take the examination for Deputy Sealer and/or Deputy Commissioner licenses.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Organizes, directs and coordinates field surveys and inspections.
2. Establishes procedures and performance standards.
3. Reviews the work of subordinates.
4. Resolves highly technical problems or questions.
5. Coordinates field results and data with the State to ensure program efforts maximize results and are in conformance with regulations, especially in pesticides.
6. Conducts field surveys, inspections and investigations in areas applicable to the Department of Agriculture, Weights and Measures including: commodity regulation, pest prevention and plant and pesticide regulation, worker health and safety, environment monitoring, weight, measurement and product verification, and integrated pest management.
7. Investigates and determines commodity fitness and recommends remedial measures used in the regulation of the affected industry such as issuing certificates of compliance, notices of noncompliance, certificates of phytosanitary conformance, or citations; orders reconditioning or destruction of commodities.
8. Disseminates agricultural, weights and measures policies, legal requirements, and information.
9. Advises and serves the public, community groups, government agencies, and private industry.
10. Conducts studies on crop statistics, natural disasters, illness investigations, and endangered species.
11. Conducts follow-up inspections, and investigations of complaints.
12. Prepares correspondence.
13. Testifies as an expert witness in court proceedings.
14. May assist in the preparation of Board letters; grant proposals, legislative analysis and official correspondence.
15. May represent department in the absence of the program's Deputy Sealer of Weights and Measures or Deputy Agricultural Commissioner.

16. Provides courteous, high quality service to members of the public by personally responding to requests or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervision and training principles and techniques.
- Business math, including algebra, geometry and statistics.
- Insect, animal and disease pests and their control.
- Types of crops grown and farming methods practiced in San Diego County.
- General principles of plant growth and development.
- Provisions of the California Food and Agricultural Code, California Code of Regulations - Title IV, Business and Professions Code, and related Federal laws and regulations in the functional areas of agricultural and weights and measures inspection and enforcement.
- Rules of evidence preservation and courtroom procedures.
- Departmental safety practices for the use and maintenance of equipment and various materials.
- Basic computer skills in word-processing, spreadsheet, database, and presentation applications.
- State regulations and departmental policies regarding use of various pesticides.
- Program implementation and operations coordination and evaluation.
- County customer service objectives and strategies
- Telephone, office, and online etiquette.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, coordinate, implement, and evaluate project objectives and activities to meet identified goals.
- Supervise, train and oversee the work quality of subordinate personnel.
- Identify career and training needs, develop and deliver in-service training programs.
- Initiate and maintain liaison with State and local professional and political groups.
- Prepare complex reports, group presentations and proposals.
- Provide consultation and scientific explanations to County managers, professionals, legal advisors, and community leaders.
- Understand and interpret technical materials such as Federal, State and local laws, regulations and ordinances related to agriculture, weights, and measures.
- Maintain, collect and organize information from records, interviews or tests.
- Conduct investigations, collect background information, define problems, establish facts, draw valid conclusions, and make appropriate recommendations or decisions.
- Enforce laws, issue citations, and notices of violation.
- Recognize defects and maturity of fruits, production areas, and the relationships of plants, insects, and animals to the environment and to each other.
- Use, calibrate and maintain scientific and precision measuring instruments and other technical equipment.
- Gather and preserve evidence during investigations observing both scientific and legal requirements.
- Coordinate work with other government agencies.
- Establish cooperative working relations with those contacted during the course of work.
- Write clear, concise, grammatically correct reports, letters and memoranda.
- Communicate effectively with others using tact, persuasion and effective negotiation strategies.
- Organize work in an efficient manner to meet deadlines and departmental priorities.
- Operate a variety of County vehicles.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyzing and projecting consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the know ledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of experience as a Senior Agricultural/Standards Inspector with the County of San Diego; OR,
2. Three (3) years of experience as an Agricultural/Standards Inspector with the County of San Diego or equivalent experience in another California County, State or local agency.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of objects weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Some positions in this class may require a class A or B driver's license.

Must possess all Weights and Measures or Agricultural/Biology licenses in one of the tracks listed below at the time of appointment.

TRACK I	TRACK II	TRACK III
- Weight Verification	- Pesticide Regulation	- Commodity Regulation
- Measurement Verification	- Investigation and Environmental Monitoring	- Pest Prevention and Plant Regulation
- Transaction and Product Verification	- Integrated Pest Management	- Integrated Pest Management

Note: Supervising Agricultural/Standards Inspector incumbents must complete at least 40 hours of basic supervisory training within 12 months of appointment.

Certification/Registration

None required.

Working Conditions:

Overtime, evening and weekend work. Work requires travel throughout San Diego County. Subject to noise, dust, chemicals, fuels, pesticides, hazardous materials and very hot or very wet environments. Must be able to wear protective safety equipment for such conditions.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 19, 1990
Reviewed: Spring 2004**